



## VALE OF EVESHAM SCHOOL PREMISES, FINANCE AND AUDIT COMMITTEE TERMS OF REFERENCE

### PREMISES

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises-related expenditure.
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to Governing Body policy.
- To establish and keep under review an Accessibility Plan.
- To maintain the sustainability of the school by monitoring the consumption of energy.
- To report to the Trust Board's Audit & Risk Committee.

### FINANCE & AUDIT

1. Conduct an initial review and authorisation of the annual budget forecast for the Trust Board.
2. Undertake regular monitoring of actual expenditure and income against budget by monthly e-mail of Management Accounts and termly meetings.
3. Reviewing the reports of the Responsible Officer and Systems Audits relating to the effectiveness of the financial procedures and controls, following consideration by the Trust Board. These reports must also be reported to the Full Governing Body.
4. To establish and maintain an up to date financial plan, within SDP.
5. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
6. To annually review Finance Procedures, including charges and remissions policies and expenses policies.
7. To make decisions on expenditure following recommendations from other committees.
8. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
9. To ensure that Health and Safety issues are appropriately prioritised.
10. To take responsibility and review the Risk Register (GRC1 online) alongside the Headteacher.
11. To report to the Trust Board's Audit & Risk Committee.

These terms of reference agreed by the Finance Committee on 20/11/2017

<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date appointed to Committee</b>
Mrs Bethan Amena	G	17/02/2017
Mr Stephen Garside	G	01/01/2015
Mrs Claire Lockyer	G	06/04/2017
Mrs Liz Hayward	G	01/09/2016
Mrs Caroline Montgomery	G	14/07/2015
Mrs Jude Moreton-Jackson	G	31/03/2017
Mrs Jan Simms	G	23/11/2015
Miss Kellie Hobbs	AM	02/03/2015
Mrs Alison Young	AM	10/03/2008

<b>Chairman of Committee:</b>	Mrs Claire Lockyer
<b>Vice Chairman of Committee:</b>	Mrs Jude Moreton-Jackson
<b>Clerk to the Committee:</b>	Mrs Becky Harris

Quorum:	4 (Committee can determine higher)
Date Committee Established;	11/11/2013
Date Committee Reviewed	20/11/2017